



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
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TO: All State Agencies

FROM: Beverly Webb, CPPB

DATE: October 21, 2003

SUBJECT: Blank Envelopes SP-03-0566
Minimum Order

The minimum order on the above referenced contract is 1,000 **per line item**.

If you need less than 1,000 of any one item you may order cartons or boxes off this contract too with Printing Papers, Inc. at the contract price plus UPS freight expense. You may also procure less than 1,000 as a small order from any other vendor you choose. Which ever is more convenient for you.

If you have any questions do not hesitate to call me at 501-324-9317 or beverly.webb@dfa.state.ar.us.

Thank You